DGS-550-1 REV. 6/78

DEPARTMENT OF GENERAL SERVICES Records Management Division

Schedule No. 1571

RECORDS RETENTION AND DISPOSAL SCHEDULE

Page 1 of 3

	AGENCY DIVISION		
Item No.	Description	Retention	
1.	CORRESPONDENCE RECORDS		
	The purpose of the correspondence records is to retain copies of correspondence originating from the ERD office and incoming correspondence relative to ERS personnel and the Section.	Screen annually and destroy material no longer needed for current business.	
	The files include outgoing letters and memorandums and incoming memorandums, letters, bulletins and newsletters.		
2.	DUTY OFFICER RECORDS		
	The purpose of Duty Officer records is to keep track of calling card use and the amount of compensatory/overtime earned by each WAS Duty Officer.	Retain for three (3) years, then destroy.	
•	The files includes telephone logs of all calls made and received by the Duty Officer and records of compensatory overtime earned by each Duty Officer.	•	
3.	FIRST REPORT OF INCIDENT RECORDS		
	The purpose of the first report of incident records is to ensure industry and citizen compliance with reporting requirements.	Retain for five (5) years, then destroy.	
	The files include First Report of Incident forms filled out by ERS personnel, DNR Radio Room personnel and WAS Duty Officers. The forms include information such as date, time and place of spill, details of the spill and information on the responsible party.		

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

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Date Signature Title

Date State Archivist

DGS-550-1 REV. 6/78

DEPARTMENT OF GENERAL SERVICES Records Management Division

Schedule No. 1571

RECORDS RETENTION AND DISPOSAL SCHEDULE

Page 2 of 3

Department of the Environment (MDE), Waste Management Administration (WAS), Emergency Response Section (ERS)				
	AGENCY DIVISION			
Item No.	Description	Retention		
4.	REPORT OF SPILL RECORDS	Retain for five (5) years, then destroy.		
	The purpose of the report of spill records is to track the amount of MDE materials used by local emergency services so cost recovery actions can be initiated.			
	The files include Report of Spill forms filled out by local emergency services which include information such as the date, time and place of the spill, materials used for cleanup and information on the responsible party.			
5.	OIL/HAZARDOUS MATERIAL INCIDENT REPORT RECORDS	Retain for five (5) years.		
	The purpose of the incident reports is to fulfill FOIA requests and initiate cost recovery actions.	then destroy.		
	The files include information such as ERS responder's reports of observations, related contractor invoices, Material Safety Date Sheets (for hazardous material incidents), relating incoming and outgoing correspondence and related cost recovery actions.			
6.	COST RECOVERY BILLING/ACCOUNTS RECEIVABLE RECORDS	Potein for five (5) ware		
	The purpose of the billing and accounts receivable records is to retain billing and receipt information for cost recovery.	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.		
	The files include MDE invoices, backup documentation such as responder reports and Report of Spill forms, and proof of payment by the billed party.	·		

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DEPARTMENT OF GENERAL SERVICES Records Management Division

Schedule No. 1571

RECORDS RETENTION AND DISPOSAL SCHEDULE

Page 3 of 3

Emergency Re	sponse Section (ERS)	MDE), Waste Management		
	AGENCY	DIVISION	1	
Item No.	Desc	cription	Retention	
7.	EMPLOYEE EXPOSURE I			
	The purpose of the Records is to main concerning employed substances or harm	Retain for 30 years, then destroy		
	The files include a laboratory results analyses, Material and incident-special materials exposure			
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Schedule Approved by Department, Agency, or Division Representative

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Date Signature

Administrator Title

Date

State Archivist

INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPT. OF GENE RECORDS MANAGE	MENT DIVISION	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD 7275 WATER WITH RECORDS RETENTION P.O. BO SCHEDULE (DGS 550-1) JESSUP, MARY		OX 275	PAGE 1 OF 7	
1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE)	2. DIVISION Waste Management Administration (WAS)		3. UNIT Emergency Response Section (ERS)	
DEFINITION-RECORD SERIES-A GROUP			ILED AND USED AS A UNIT FOR SPOSITION PURPOSES	
4. RECORD SERIES TITLE Correspondence Records			5. EARLIEST YEAR/LATEST YEAR 1989 TO 1992	
6. RECORD SERIES DESCRIPTION (I FOUND IN THE SERIES. INCLU				
The purpose of the correspondent from the ERS office and incoming				
The files include outgoing letter bulletins and newsletters.	ers and memorand	ums and incomin	g memorandums, letters,	
	45.4			
7. RECORD SERIES FORMAT(S)	8. RECORD SERI	ES SEQUENCE	9. VOLUME [X] FILE DRAWER(S)	
[X] LETTER SIZE [] MICROFILM	[] ALPHABETICA	AL.	[] MICROFILM REEL(S) 1 [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY)	
[] LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL			
[] BOUND BOOK [] FLOPPY DISK	[X] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER (SPECIFY)		10. ANNUAL ACCUMULATION [X] FILE DRAWER(S) [] MICROFILM REEL(S) 1 [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY)	
[] AUDIO TAPE [] VIDEO TAPE				
[] OTHER (SPECIFY)				
11. FILE IS USED [X] DAILY [] WEEKLY	[] MONTHLY	12. FILE BECOM	MES INACTIVE AFTER [] MONTH(S) [X] YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Westport Field Office, 2103 Annapolis Road Secretary's Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) [] YES [X] NO		
15. ACCESS RESTRICTIONS [] YES [X] NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS [X] NONE [] STATE [] INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE OR SOFTWARE) [] YES [X] NO		18. RECOMMENDED RETENTION Screen annually and destroy material no		
		longer needed for current business.		
	20 (00)			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	NUMBER	21. DATE	
Cathe Hutchins, Administrative	(410) 631-3437		09/17/93	

INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPT. OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION CHEDULE (DGS 550-1)			PAGE 2 OF 7
1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE)	2. DIVISION Waste Management Administration (WAS)		3. UNIT Emergency Response Section (ERS)
DEFINITION-RECORD SERIES-A GROUP REFEREN			ILED AND USED AS A UNIT FOR SPOSITION PURPOSES
4. RECORD SERIES TITLE Duty Officer Records			5. EARLIEST YEAR/LATEST YEAR 1990 TO 1992
6. RECORD SERIES DESCRIPTION (FOUND IN THE SERIES. INCLU			
The purpose of the duty officer of compensatory/overtime earned			lling card use and the amount
The files include telephone logs record of compensatory/overtime			d by the duty officer and a
	4 -	4. ·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERI	ES SEQUENCE	9. VOLUME [X] FILE DRAWER(S)
[X] LETTER SIZE [] MICROFILM	[] ALPHABETICAL		[] MICROFILM REEL(S) 2 [] COMPUTER TAPE(S)
[] LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL	י .	NUMBER [] OTHER (SPECIFY)
BOUND BOOK [] FLOPPY DISK	[X] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER (SPECIFY)		10. ANNUAL ACCUMULATION [X] FILE DRAWER(S) [] MICROFILM REEL(S) 2 [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY)
[] AUDIO TAPE [] VIDEO TAPE			
[] OTHER (SPECIFY)			
		<u> </u>	
11. FILE IS USED [X] DAILY [] WEEKLY	[] MONTHLY	12. FILE BECOM 1 NUMBER	IES INACTIVE AFTER [] MONTH(S) [X] YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Westport Field Office, 2103 Annapolis Road Secretary's Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) [] YES [X] NO	
15. ACCESS RESTRICTIONS [] YES [X] NO (IF YES, CITE LAW(S) & REGULATION(S)).		16. AUDIT REQUIREMENTS [X] NONE [] STATE [] INDEPENDENT	
			·
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE OR SOFTWARE) {] YES {X} NO		18. RECOMMENDED RETENTION Retain for three (3) years, then destroy	
			•
9. NAME AND TITLE OF PREPARER	20. TELEPHONE N	IUMBER .	21. DATE
Cathe Hutchins, Administrative	(410) 631-3437		09/17/93
Specialist]		į į

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INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPT. OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION CHEDULE (DGS 550-1)	P.O. BO JESSUP, MARY	OX 275	PAGE 3 OF 7
1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE)	2. DIVISION Waste Managemen Administration		3. UNIT Emergency Response Section (ERS)
DEFINITION-RECORD SERIES-A GROUP REFEREN			ILED AND USED AS A UNIT FOR SPOSITION PURPOSES
4. RECORD SERIES TITLE Report of Spill Records			5. EARLIEST YEAR/LATEST YEAR 1988 TO 1992
6. RECORD SERIES DESCRIPTION (FOUND IN THE SERIES. INCLU			
The purpose of the report of spi local emergency services so cost			
The files include Report of Spil information such as the date, to information on the responsible p	ime and place of	spill, materia	ergency services which include ls used for cleanup and
7. RECORD SERIES FORMAT(S)	8. RECORD SERI	ES SEQUENCE	9. VOLUME
[] LETTER SIZE [] MICROFILM	[] ALPHABETICAL [] NUMERICAL [X] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER (SPECIFY)		[X] FILE DRAWER(S) [] MICROFILM REEL(S) 1 [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY) 10. ANNUAL ACCUMULATION [X] FILE DRAWER(S) [] MICROFILM REEL(S) 1 [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY)
[X] LEGAL SIZE [] COMPUTER TAPE			
] BOUND BOOK [] FLOPPY DISK			
[] AUDIO TAPE [] VIDEO TAPE			
[] OTHER (SPECIFY)			
11. FILE IS USED [X] WEEKLY	[] MONTHLY	12. FILE BECOM 1 NUMBER	ES INACTIVE AFTER [X] MONTH(S) [] YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Westport Field Office, 2103 Annapolis Road		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) [] YES [X] NO	
15. ACCESS RESTRICTIONS [] YES [X] NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS [X] NONE [] STATE [] FEDERAL [] INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE OR SOFTWARE) [X] YES [] NO		18. RECOMMENDED RETENTION Retain for five (5) years, then destroy	
dBaseIII database			·
	Ι	L	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	NUMBER	21. DATE
Cathe Hutchins, Administrative		09/17/93	

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPT. OF GENE RECORDS MANAGE 7275 WATE	MENT DIVISION	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION CHEDULE (DGS 550-1)	P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 4 OF 7
1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE)	2. DIVISION Waste Management Administration (WAS)		3. UNIT Emergency Response Section (ERS)
DEFINITION-RECORD SERIES-A GROUP REFEREN			ILED AND USED AS A UNIT FOR SPOSITION PURPOSES
4. RECORD SERIES TITLE Oil/Hazardous Materials Incident	: Records		5. EARLIEST YEAR/LATEST YEAR 1980 TO 1992
6. RECORD SERIES DESCRIPTION (IN FOUND IN THE SERIES. INCLUI	BRIEFLY DESCRIBE		
The purpose of the incident reco	ords is to fulfi	ll FOIA request	s and initiate cost recovery
The files include information su contractor invoices, Material So incoming and outgoing correspond	afety Data Sheet:	s (for hazardou	s material incidents), related
7. RECORD SERIES FORMAT(S) { } LETTER SIZE [] MICROFILM [X] LEGAL SIZE [] COMPUTER	8. RECORD SERIES SEQUENCE [] ALPHABETICAL [] NUMERICAL		9. VOLUME [X] FILE DRAWER(S) [] MICROFILM REEL(S) 5 [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY)
TAPE] BOUND BOOK [] FLOPPY DISK	['] CHRONOLOGIC		10. ANNUAL ACCUMULATION
[] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY)	[] OTHER (SPECIFY)		[X] FILE DRAWER(S) [] MICROFILM REEL(S) 5 [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY)
11. FILE IS USED [] DAILY [X] WEEKLY	[] MONTHLY	12. FILE BECOM 3 NUMBER	MES INACTIVE AFTER [] MONTH(S) [X] YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Westport Field Office, 2103 Annapolis Road Front Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) [] YES [X] NO	
15. ACCESS RESTRICTIONS [X] YES [] NO (IF YES, CITE LAW(S) & REGULATION(S)) Maryland Public Information Act, Section 10, Chapters 611 to 628; and COMAR, Title 26, Subtitle 01, Chapter 4		16. AUDIT REQUIREMENTS [X] NONE [] STATE [] FEDERAL [] INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE OR SOFTWARE) [] YES [X] NO		18. RECOMMENDED RETENTION Retain for five (5) years.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	IUMBER	21. DATE
Cathe Hutchins, Administrative	(410) 631-3437	ı	09/17/93

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INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD DEPT. OF GENER RECORDS MANAGEM 7275 WATER		MENT DIVISION	AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION CHEDULE (DGS 550-1)	P.O. BO JESSUP, MAR	OX 275	PAGE <u>5</u> OF <u>7</u>
1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE)	2. DIVISION Waste Managemer Administration		3. UNIT Emergency Response Section (ERS)
DEFINITION-RECORD SERIES-A GROUP REFEREN			ILED AND USED AS A UNIT FOR SPOSITION PURPOSES
4. RECORD SERIES TITLE First Report of Incident Records			5. EARLIEST YEAR/LATEST YEAR 1988 TO 1992
6. RECORD SERIES DESCRIPTION (I FOUND IN THE SERIES. INCLUI	BRIEFLY DESCRIBE		
The purpose of the first report requirements.	of incident reco	ords is to ensu	re compliance with reporting
The files include First Report of personnel and WAS duty officers of spill, details of the spill a	. The forms inc	lude information	n such as date, time and place
7. RECORD SERIES FORMAT(S)	8. RECORD SERI	ES SEQUENCE	9. VOLUME
[X] LETTER SIZE [] MICROFILM	[] ALPHABETICA	AL.	[X] FILE DRAWER(S) [] MICROFILM REEL(S) 5 [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY) 10. ANNUAL ACCUMULATION
[] LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL		
] BOUND BOOK [] FLOPPY DISK	[X] CHRONOLOGIC		
[] AUDIO TAPE [] VIDEO TAPE	{ } OTHER (SPECIFY)		[X] FILE DRAWER(S) [] MICROFILM REEL(S) 5 [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY)
[] OTHER (SPECIFY)			
11. FILE IS USED [X] DAILY [] WEEKLY	[] MONTHLY	12. FILE BECOM	ES INACTIVE AFTER [] MONTH(S) [X] YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Westport Field Office, 2103 Annapolis Road Secretary's Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) [] YES [X] NO	
15. ACCESS RESTRICTIONS [] YES [X] NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS [X] NONE [] STATE [] FEDERAL [] INDEPENDENT	
	,' 		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE OR SOFTWARE) [] YES [] NO		18. RECOMMENDED RETENTION Retain for five (5) years, then destroy.	
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE
Cathe Hutchins, Administrative	(410) 631-3437		09/17/93

INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	RAL SERVICES MENT DIVISION RLOO ROAD	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 6 OF 7
1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE)	2. DIVISION Waste Management Administration (WAS)		3. UNIT Emergency Response Section (ERS)
DEFINITION-RECORD SERIES-A GROUP REFEREN			ILED AND USED AS A UNIT FOR SPOSITION PURPOSES
4. RECORD SERIES TITLE Cost Recovery Billing/Accounts B	Receivable Record	ds	5. EARLIEST YEAR/LATEST YEAR 1988 TO 1992
6. RECORD SERIES DESCRIPTION (FOUND IN THE SERIES. INCLU	BRIEFLY DESCRIBE	THE TYPES OF I	NFORMATION/DOCUMENTS/FORMS
The purpose of the billing and a information for cost recovery.	accounts receival	ole records is	to retain billing and receipt
The files include MDE invoices, spill forms, and proof of paymen			esponder reports, report of
7. RECORD SERIES FORMAT(S)	8. RECORD SERI	ES SEQUENCE	9. VOLUME
[] LETTER SIZE [] MICROFILM	[] ALPHABETICAL		<pre>[X] FILE DRAWER(S) [] MICROFILM REEL(S)</pre>
[X] LEGAL SIZE [] COMPUTER TAPE	(X) NUMERICAL (by invoice #)	6 [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY)
BOUND BOOK [] FLOPPY	[] CHRONOLOGIC		10. ANNUAL ACCUMULATION
DISK [] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICA	•	[X] FILE DRAWER(S) [] MICROFILM REEL(S)
[] OTHER (SPECIFY)			6 [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY)
11. FILE IS USED [X] DAILY [] WEEKLY	[] MONTHLY	12. FILE BECOM 3 NUMBER	ES INACTIVE AFTER [] MONTH(S) [X] YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Westport Field Office, 2103 Annapolis Road Secretary's Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) [] YES [X] NO	
15. ACCESS RESTRICTIONS [X] YES [] NO (IF YES, CITE LAW(S) & REGULATION(S)) Maryland Public Information Act, Section 10, Chapters 611 to 628; and COMAR, Title 26, Subtitle 01, Chapter 4		16. AUDIT REQUIREMENTS [] NONE [X] STATE [] FEDERAL [] INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IN BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDED RETENTION	
SOFTWARE) [X] YES [] NO dBase III database			re (5) years and until all nents have been fulfilled, then
9. NAME AND TITLE OF PREPARER	20. TELEPHONE N	IUMBER	21. DATE
Cathe Hutchins, Administrative (410) 631-3437 Specialist			09/17/93

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION CHEDULE (DGS 550-1)	RECORDS MANAGE 7275 WATE P.O. BO	RLOO ROAD	AGENCY RECORDS INVENTORY PAGE 7 OF 7
1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE)	2. DIVISION Waste Managemer Administration	nt	3. UNIT Emergency Response Section (ERS)
DEFINITION-RECORD SERIES-A GROUP REFEREN			ILED AND USED AS A UNIT FOR SPOSITION PURPOSES
4. RECORD SERIES TITLE Employee Exposure Records			5. EARLIEST YEAR/LATEST YEAR 1992 TO 1992
6. RECORD SERIES DESCRIPTION (I			
The purpose of the employee expo exposure to toxic substances or			formation concerning employee
The files include information so Material Safety Data Sheets, and	uch as laborator d incident-speci	y results, radi fic hazardous m	ation film badge analyses, aterials exposure records.
		e.	
7. RECORD SERIES FORMAT(S)	8. RECORD SERI	ES SEQUENCE	9. VOLUME
[X] LETTER SIZE [] MICROFILM	[X] ALPHABETICA	AL	[X] FILE DRAWER(S) [] MICROFILM REEL(S) [] COMPUTER TAPE(S)
[] LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL [] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER (SPECIFY)		NUMBER [] OTHER (SPECIFY)
] BOUND BOOK [] FLOPPY DISK			10. ANNUAL ACCUMULATION
[] AUDIO TAPE [] VIDEO TAPE			[X] FILE DRAWER(S) [] MICROFILM REEL(S) 1 [] COMPUTER TAPE(S)
[] OTHER (SPECIFY)			NUMBER [] OTHER (SPECIFY)
11. FILE IS USED [] DAILY [] WEEKLY Varies depending upon number of		<u>Varies</u>	MES INACTIVE AFTER [] MONTH(S) [] YEAR(S) comes inactive when case closed
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Westport Field Office, 2103 Annapolis Road Storage Room		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) [] YES [X] NO	
15. ACCESS RESTRICTIONS [X] YES [] NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS {] NONE [X] STATE [X] FEDERAL {] INDEPENDENT	
OSHA 29 CFR 1910.20 Access to employee exposure and medical records		Documents must be available for inspection by State and Federal OSHA inspectors	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE OR SOFTWARE) [] YES [X] NO		18. RECOMMENDE	pears, then destroy
	·		
. NAME AND TITLE OF PREPARER	20. TELEPHONE N	NUMBER	21. DATE
Cathe Hutchins, Administrative	(410) 631-3437		.09/17/93